



SECTION 7

Salary, Pension, and Insurance Data

7.1 Background



The Personnel System Reform Act changes the information required for budget development



In 2002, the Legislature passed the Personnel System Reform Act. One result of this change is that the scope of collective bargaining within state government has been greatly expanded. The Governor's Office, supported by the Labor Relations Office (LRO) in OFM, will negotiate collective bargaining agreements for state "general government" agencies and for some institutions of higher education.

Over the next several years, the Department of Personnel will implement a new human resource management system (HRMS). The HRMS may eventually have the capability to support the salary projection needs of the LRO and the OFM Budget Division. However, the new HRMS will not be operational until 2005 at the earliest, and the needs of the LRO and Budget Division likely will not be supported in the first release of the system.

The nature of collective bargaining requires OFM to have salary data at the employee level, rather than the much higher level collected by OFM in the past via the B6-Salary Format. OFM must be prepared for proposals that may group employees by bargaining unit, classification, range and step, years of service, etc. It also is necessary to have compensation data available at this level of detail for non-represented state employees in order to permit similar calculations for the non-represented groups.

7.2 Agency compensation data collection and update

The initial data collection process is underway

In the fall of 2003, OFM began its data collection for 2005-07 collective bargaining salary negotiations and budgeting for all state employee salaries and benefits. This data collection started for "general government" agencies with an extract from DOP's Human Resources Information System on October 28, 2003. For higher education, data will be loaded in early 2004 from each institution's relevant system. Agencies then will make use of an Internet-based system created by OFM to modify this data, correct errors, and add funded vacancies. This process replaces the 'B-6' forms, which will no longer be submitted to OFM.

Once the initial data is complete, the LRO will use it to estimate the costs of various salary proposals for both represented employees, and all state employees, as needed. This phase of the process will commence in February 2004 and will continue through September 2004.

Opportunity to update final 2005-07 data is in June

In June 2004, agencies will be given a second opportunity to ensure that their data is in line with their 2005-07 proposed maintenance level. It will be important for agencies to take a fresh look at the data, with the goal of making the following corrections:

- Check the Invalid Records screen and clean up records with invalid data.
- Add or delete positions to match the annual average 2005-07 FTE Level at Maintenance Level. If agency Maintenance Level FTEs differ from the FTE level in the Compensation Impact Model Agency Interface (CIM-AI), please provide an explanation of the difference to Jane Sakson, at Jane.Sakson@ofm.wa.gov.
- Update bargaining unit coding to accurately reflect the agency's employee representation.
- Correct fund source designation, if necessary.

The specific deadline and any additional instructions for the June update will be provided via e-mail to system users later this year. Budget managers should ensure that OFM has on record the appropriate system users and email addresses in order for this communication to reach the appropriate staff.

Access to the Compensation Impact Model Agency Interface (CIM-AI)

Budget managers wishing to add or delete system users should contact Thy Nguyen at (360) 664-7682 or Thy.Nguyen@ofm.wa.gov.

Detailed instructions for the CIM-AI are available on-line in the system.

Resources

If you have questions regarding this process, please contact Jane Sakson, OFM Compensation Analyst, at (360) 902-0549 or Jane.Sakson@ofm.wa.gov, or Pam Davidson, Senior Budget Assistant to the Governor, at (360) 902-0550 or Pam.Davidson@ofm.wa.gov.